



**City of Saint Paul**  
*Mayor Christopher B. Coleman*

700 City Hall  
15 West Kellogg Boulevard  
Saint Paul, Minnesota 55102-1658

Telephone: (651) 266-8800  
Facsimile: (651) 266-8541

## **SAINT PAUL LONG-RANGE CAPITAL IMPROVEMENT BUDGET COMMITTEE MEETING**

**Monday, December 10, 2012 at 3:30 p.m.  
Central Library Fourth Floor Conference Room**

### **MEETING MINUTES**

Members Present:	Monica Bryand, Kellie Charles Connor, Jacob Dorer, Diane Gerth, Becca Hine, Deb Jessen, Melanie McMahon, Gene Olson, Carrie Pomeroy, Dave Pinto, Paul Sawyer, Michael Steward, Darren Tobolt, D'Ann Urbaniak Lesch, Gary Unger, Avi Viswanathan
Members Excused:	Mark Miazga, Pat Sellner
Members Absent:	
Visitors and City Staff Present:	OFS – John McCarthy Public Works – Paul Kurtz Parks and Recreation – Jody Martinez

#### **1. Convene**

Meeting convened at 3:33 p.m.

#### **2. Approval of Agenda**

Mr. Olson moved approval; Ms. Bryand seconded. All approved

#### **3. Approval of November 19, 2012 Meeting Minutes**

Mr. Unger moved approval; Mr. Olson seconded. All approved

#### **4. Chair's Comments**

Ms. Gerth had no comments. She thanked committee members for coming.

#### **5. Action Items**

##### **Public Works – Paul Kurtz**

*RES PH 12-355:* Amending the financing and spending plans in the Department of Public Works in the amount of \$2,331,469.15 for the 2012 Residential Street Vitality Program

(RSVP), Ruth Street Reconstruction, Ohio Street Reconstruction, and 2012 Sidewalk Program to correctly reflect sewer, storm water, water main and assessment work paid from other departments or divisions and moving MSA Contingency funds into Ruth Street Reconstruction Project.

Mr. Kurtz explained the resolution, noting that it is a pretty standard clean-up resolution for year-end. Mr. Kurtz explained that the resolution would amend capital budgets to reflect revenue from the Water utility, the Sewer division and some outside money for a sidewalk project. Mr. Kurtz stated that at the time RSVP project budgets are put together, Public Works estimates how much Water and Sewer work will be necessary. Once the project is done, and they have finalized amounts for Sewer and Water, the department amends the project budget to correctly reflect that revenue.

Mr. Olson moved approval; Mr. Unger seconded.

Mr. Dorer asked if this budget amendment would clear out the remaining MSA contingency.

Mr. Kurtz stated that he forgot to mention part of the resolution, which included \$187,000 of MSA contingency. He noted that it leaves a balance of almost \$50,000 in MSA contingency. He further stated that Public Works needed to use contingency funding, because the Ruth Street project came in high.

All approved.

Mr. Kurtz followed up on the question from last month's meeting regarding the Ohio street project. He explained that Public Works did work on Ohio from George to Isabel. He said that the work included roadway reconstruction, bump outs, traffic calming and street lighting. Mr. Kurtz stated that the remaining question is what will happen with rest of Ohio Street from Isabel down to Plato. He noted that Public Works will be putting in a request in the next CIB cycle. He further explained that Public Works is considering submitting a proposal for spot-to-spot curb repair, and mill and overlay. He also noted that Parks has a path project on the west side, and that they may include lighting in that project. Mr. Kurtz said that Public Works may see what Parks does before determining how much lighting would be included in the Public Works Ohio Street proposal.

Mr. Tobolt noted that Ohio now looks great, and the recent projects will really improve biking along the street.

Ms. Martinez from Parks noted that there's a trail from Annapolis running all the way down to Harriet Island. She stated that Parks is getting really good feedback on it.

### **Parks and Recreation – Jody Martinez**

*RES PH 12-316:* Amending the financing and spending plans in the Department of Parks and Recreation in the amount of \$2,708,966 for Metropolitan Council Regional Park and Open Space Development projects at Lilydale Regional Park, Harriet Island to Dakota County Regional Trail, Mississippi Gorge Regional Park, and Mounds Regional Park accepting grant funds from the Metropolitan Council Capital Improvement Program and through the Clean Water Land and Legacy Amendment funds through the Parks and Trails program.

Ms. Martinez explained the resolution, noting that it deals with Metro Parks Open Space and Legacy funding, which are both awarded through Metro Parks. Ms. Martinez noted the resolution would amend the spending and financing plans to fund a variety of regional parks projects, including Lildydale, Harriet Island/Dakota Country partnership, Mounds Park, Hidden Falls, and Mississippi River Gorge. Ms. Martinez noted that now that the City has been awarded these grants, Parks needs to amend the budget to recognize the grant funding. She further noted that the Phalen splash pad project had been on the list for funding, but was dropped from the list. She stated that it will be at the top of the list next time Parks applies for these grants.

Mr. Tobolt moved approval; Ms. McMahon seconded.

Mr. Tobolt asked for the location of Mississippi Gorge. Ms. Martinez explained, and also mentioned that there will be a dog run at this park.

Mr. Dorer asked for details on the remaining portion of phase 1 of the Mounds Park project.

Ms. Martinez explained that current funding is only for the play area, noting that these grants would supplement that funding. She stated that since this is a regional park, the expectations are that the play area would be a bit nicer.

Mr. Viswanathan asked if the original plan for Mounds Park was to reduce the CIB request based on the anticipation of Legacy funding.

Ms. Martinez replied that Parks had a budget of \$500,000, but the department thought that they could not fund the full project with CIB alone. Parks instead split funding between CIB and Legacy grants.

## **6. 2014 – 2015 CIB Process Discussion**

- Task force appointments will be made at the January meeting.

Ms. Gerth reminded committee members to think about which task force they want to be on. She also encouraged members to volunteer to chair or co-chair a task force.

- Task force member conflict of interest policy.

Ms. Gerth mentioned that there was a discussion at October's meeting about conflicts of interest on CIB task forces. Ms. Gerth pointed out that the city policy on conflicts of interest had been distributed. She noted that since the CIB Committee is advisory, it is not likely to be in conflict with the city policy.

Mr. Pinto explained some of the reasons for the discussion on conflicts of interest. He noted that some task force members responded via survey that they were upset about perceived conflicts of interest at the end of the last CIB cycle.

Mr. Pinto also explained the state's grant review conflict of policy, which he thought was more in depth than the city's policy. Mr. Pinto stated that he thought that the committee should at least work towards having transparency and disclosure. He further explained that the state has a conflict of interest disclosure form and that the CIB committee could use something similar.

Mr. Dorer stated that on his task force during the last cycle, a woman was an employee of an organization that was applying for funding through the process.

Ms. Gerth noted that the Committee depends on volunteers to serve on task forces, so the Committee should make sure that volunteers feel that the process is open and transparent.

Committee discussed advisory nature of CIB committee.

Mr. Sawyer noted that the city policy only exempts committee members from recusing themselves. He further explained that committee members still should disclose conflicts.

Ms. Jessen noted that the city policy only addresses appointed members of boards and committees, so it would not apply to task force members.

Ms. Gerth suggested that she and Mr. Pinto could spending some time coming up with a policy that would not be draconian, but would still make people feel like there is clarity and transparency in the process.

Committee discussed financial conflicts of interest versus other possible types conflicts.

Mr. Pinto stated that he thought that the committee should work towards a policy of disclosure and not focused on recusing.

- Planning commission proposal review.

Ms. Gerth explained that the first page of the Planning Commission's review of projects from the last cycle was included in the meeting packet.

Mr. McCarthy explained that city policy requires Planning Commission review of CIB proposals. He asked the Committee what else might be helpful to their review.

Mr. Sawyer stated that he found the Planning Commission's insight most useful when a project went against an established city plan. He cited the example of a street project that was meant to be a bikeway, but the proposal did not include bike elements.

Ms. Gerth stated that the Committee used to ask for information from the proposers about how their project fit with city plans and they would provide pages from city plan.

Mr. McCarthy stated that he would send an electronic version of the Planning Commission review with the next meeting packet.

Ms. Jessen asked what the meeting times were for each of the task forces. Mr. McCarthy stated that he would send out task force descriptions and times again with the next meeting packet.

## **7. Adjourn**

Mr. Sawyer made a motion to adjourn; Ms. Urbaniak Lesch seconded. The meeting adjourned at 4:05 p.m.